Fees Module

Terms Used

- Fee Items
- Fee Structure
- Invoice
- Receipt
- Statement

- Prepayments
- Nominal Roll

On Successful registration and admission to the school a student gets a **FEE STRUCTURE.** The Fees Structure is made up of Fees Items.

These **Fees Items** are billing components which are configurable and are independent of each other can be billed one off or can be reusable and recurrent in subsequent billing.

Examples: Fees Structure BSc. Computer Science

Fees Item	Amount	Nature	Notes
Application Fee	1,000.00	Non Refundable	One off
ID Card Fee	500.00	Non Refundable	One off
Tuition Fee	25,000.00	Non Refundable	Varies with Course
Convocation Fee	2,500.00	Non Refundable	
Library Fee	1,000.00	Non Refundable	
Activity Fee	1,000.00	Non Refundable	
Computer Lab Fee	1,000.00	Non Refundable	
Project Fee	1,000.00	Non Refundable	
Teaching Practice Fee	2,500.00	Non Refundable	
Transport Fee	6,000.00	Non Refundable	Varies by Location
Meals & Accommodation	15,000.00	Non Refundable	
Internship Fee	2,500.00	Non Refundable	
Caution Money	3,000.00	Refundable	

Fees Structure BSc. Computer Science Components	
Fees Item	**Amount**
Application Fee	1,000.00
ID Card Fee	500.00
Tuition Fee	25,000.00
Convocation Fee	2,500.00
Library Fee	1,000.00
Activity Fee	1,000.00
Computer Lab Fee	1,000.00
Project Fee	1,000.00

Fees Structure BSc. Computer Science 1st Year	
Fees Item	**Amount**
Application Fee	1,000.00
ID Card Fee	500.00
Tuition Fee	25,000.00
Library Fee	1,000.00
Activity Fee	1,000.00
Computer Lab Fee	1,000.00
Total	**29,500.00**

Fees Structure BSc. Computer Science 2nd Year	
Fees Item	**Amount**
Tuition Fee	25,000.00
Library Fee	1,000.00
Activity Fee	1,000.00
Computer Lab Fee	1,000.00
Total	**28,000.00**

Fees Structure BSc. Computer Science 4th Year	
Fees Item	**Amount**
Tuition Fee	25,000.00
Library Fee	1,000.00
Activity Fee	1,000.00
Computer Lab Fee	1,000.00
Convocation Fee	2,500.00
Project Fee	1,000.00
Total	**31,500.00**

The **FEE STRUCTURE** differs by Course and by semester and therefore the design should allow for that flexibility following the example above.

Prepayments- refer to money paid before consumption of services. For example all paid fees without corresponding billing is a prepayment. However on receipt and confirmation of these money a **Receipt** number must be generated on account of the **Registration No.**

Receipt – It's a proof of payment that is system generated to show the remitter that the money has been received. These can be either by Short Messaging or via Email notification.

Invoice – generated as a list of fee items billed to the student either as a **fee structure** or billed as a **fee item** this is necessary for optional item billing.

Both the invoice and receipts have uniquely generated serials

Statement – A *statement of account* details all the transactions grouped by **Registration Number** of the nature **Invoices or Receipts** line by line including *dates* of transaction and transaction *Serials*. A drawdown total of both on alternate columns of the statement report.

The Billing Process

1. Student Makes payments via **Bank** (*Direct Debit*) or **MPesa** quoting their **Registration Number** this is aggregated and pulled into the Student Management System via an API.
2. An acknowledgement is sent back to the remitter via the contact details corresponding to the **Registration Number.**
3. The student logs into their portal and signs in the **Nominal Roll**. The system takes note of the date and the Academic students' Progress and determines the applicable fees structure. Note this can only be done once per semester.
   On signing in the Nominal Roll the student officially bills themselves and an **invoice** is generated.

4. A student can generate their own statement visible from a tab on their portal.

   The ideal way is to have a several tabs on the landing page **Academics | Fees & Billing| Examinations |Notifications.**